

## **WARREN COUNTY BOARD OF SUPERVISORS**

COMMITTEE: **PERSONNEL**

DATE: **APRIL 8, 2009**

### **Committee Members Present:**

Supervisors Thomas  
Kenny  
VanNess  
Belden  
Stec  
Sokol  
Tessier

### **Others Present:**

Frederick Monroe, Chairman  
Hal Payne, Commissioner of Administrative  
and Fiscal Services  
JoAnn McKinstry, Deputy Commissioner of  
Administrative & Fiscal Services  
Joan Sady, Clerk of the Board  
Paul Dusek, County Attorney  
Kevin Geraghty, Budget Officer  
Supervisor Champagne  
Supervisor Pitkin  
Supervisor Simmes  
Supervisor Strainer  
Supervisor Taylor  
Rich Kelly, Personnel Officer  
Todd Lunt, Director, Human Resources  
Rick Murphy, Deputy Commissioner of  
Fiscal Services  
Paul Butler, Director, Parks, Recreation &  
Railroad  
Kate Hogan, District Attorney  
Kate Johnson, Director, Tourism  
Candace Kelly, Director, Office for the  
Aging  
William Lamy, Superintendent, DPW  
William Reese, Director, Employment &  
Training  
Shane Ross, Chief Deputy  
Sheila Weaver, Commissioner, Department  
of Social Services  
Alyson Martin, *The Post Star*  
Nicole Livingston, Deputy Clerk

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Mr. Thomas called the Personnel Committee meeting to order at 9:00 a.m.

Motion was made by Mr. Belden, seconded by Mr. VanNess and carried unanimously to approve the minutes of the March 11, 2009 Committee meeting, subject to correction by the Clerk of the Board.

Copies of the Personnel Agenda were provided to the Committee members, and a copy of same is on file with the minutes.

Commencing the Agenda review, Mr. Thomas apprised Items 1A through C were referrals from the Human Services Committee. Items 1A and B, he said, were referred from the Employment & Training Administration. He stated Item 1A was a request to create the temporary position of Employment & Training Counselor, Grade 9, base salary of \$30,222, effective April 20, 2009 through September 30, 2009; thereby amending the Department's Table of Organization. He noted that this position was 100% Federally funded through WIA (Workforce Investment Act) Grant funds. He added that Item 1B was a request to fill the vacant position of temporary Employment & Training Counselor, Grade 9, base salary of \$30,222, due to the creation of the position.

Motion was made by Mr. Sokol and seconded by Mr. VanNess to approve Items 1A and B as presented.

Mr. Belden questioned the base salary that was listed as \$30,222 and remarked that it was a temporary position for only five months. Hal Payne, Commissioner of Administrative & Fiscal Services, explained that the amount listed was the annual salary which would be divided by 2,080 hours.

Following discussion, Mr. Thomas called the question and the motion was carried unanimously to approve Items 1A and B as outlined above, and the necessary resolution was authorized for the next board meeting. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas advised Item 1C was referred from the Office for the Aging, requesting to fill the vacant position of Point of Entry Coordinator, base salary of \$35,169, due to creation of the position at the March 11, 2009 Personnel Committee meeting.

Motion was made by Mr. Kenny, seconded by Mr. Sokol and carried unanimously to approve Item 1C as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Tessier entered the meeting at 9:02 a.m.

Mr. Thomas expounded Item 2 was a referral from the Public Safety Committee, Sheriff & Communications, requesting to create the position of a part-time Investigator in the Medicaid Unit at an hourly rate of \$15.26; thereby amending the Department's Table of Organization.

Motion was made by Mr. VanNess and seconded by Mr. Tessier to approve the request as presented.

Shane Ross, Chief Deputy, clarified that the creation of the position would amend the Sheriff's Department Table of Organization and that the Investigator would be assisting the Fraud Unit. Mr. VanNess added that the creation of this position could generate

revenue and would hopefully cover the cost of the salary for the position. Mr. Kenny asked which department would be funding this position and Mr. VanNess responded that the salary would be funded through the Sheriff's budget. Sheila Weaver, Commissioner of the Department of Social Services (DSS), noted that the Fraud Unit would be reimbursed 87.5%, even though the position was funded through the Sheriff's Office, thereby generating revenue.

Following discussion, Mr. Thomas called the question and the motion was carried unanimously to approve Item 2 as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Thomas stated Items 3A through F were referrals from the Public Works Committee. He remarked that Items 3A through E were referred from the DPW. Item 3A, he said, was a request to create the position of Confidential Assistant to DPW Superintendent, pending Civil Service classification and proposed removal from the competitive class, base salary of \$34,155 and deleting the position of Administrative Assistant, Grade 8, base salary of \$36,708; thereby amending the Department's Table of Organization. He added that Item 3B was a request to fill the vacant position of Confidential Assistant to DPW Superintendent, base salary of \$34,155, due to the creation of the position.

Motion was made by Mr. Belden and seconded by Mr. Kenny to approve Items 3A and B as presented.

Mr. Lamy explained that the Administrative Assistant would be retiring and he would be deleting that position, which was in the bargaining unit, and he was requesting to create the position of Confidential Assistant to DPW Superintendent outside the bargaining unit.

Mr. Thomas called the question and the motion was carried unanimously to approve Items 3A and B as outlined above, and the necessary resolution was authorized for the next board meeting. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas commented that Item 3C was a request to increase the base salary of the Deputy Superintendent/Administration of DPW from \$853 to \$2,500, effective June 1, 2009; thereby amending the Department's Table of Organization. He added that Item 3D was request to fill the vacant position of Deputy Superintendent/ Administration of DPW, base salary of \$2,500, due to retirement.

Mr. Lamy apprised he had a potential candidate that was a nineteen year veteran of the Department of Public Works whose position was currently in the bargaining unit. He further stated that if the position remained in the bargaining unit, there would not be a need to increase the stipend for the Deputy Superintendent; however, he said, by moving the position from the bargaining unit to outside the bargaining unit, under

current County policy, the accrued increments did not follow the employee into a different title.

Motion was made by Mr. Sokol, seconded by Mr. VanNess and carried unanimously to approve Items 3C and D as outlined above. The necessary resolution was authorized for the next board meeting and a copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas stated Item 3E was a request to fill the vacant position of Senior Account Clerk, base salary of \$28,041, due to promotion.

Motion was made by Mr. Tessier, seconded by Mr. Belden and carried unanimously to approve Item 3E as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Lamy questioned if he hired a candidate from outside the County to fill the position of the Senior Account Clerk, would it be possible to temporarily have that person on staff to receive adequate comprehensive training prior to the current employee retiring. Rich Kelly, Personnel Officer, asked Mr. Lamy if he had a temporary help line item within the DPW budget and Mr. Lamy replied in the negative. Joan Sady, Clerk of the Board, recommended that Mr. Lamy request the Treasurer's Office to create a temporary help line within his budget and to transfer the necessary funds into such code and the Committee agreed.

Mr. Thomas expounded Item 3F was referred from the Parks, Recreation & Railroad, and was a referral from the March 27, 2009 Joint Finance/Public Works/County Facilities meeting to authorize the layoff of a Naturalist at Up Yonda Farm, base salary of \$33,558.

Motion was made by Mr. Belden and seconded by Mr. Stec to approve Item 3F as presented.

Mr. Kenny commented that unfortunately this was a sign of the times, and in order to accomplish the budgetary goals that had been set, there would be more layoffs to come. He noted that he hoped most could be done through attrition as opposed to layoffs. Mrs. Simmes commented that she was not familiar with how the trust for Up Yonda Farm worked and questioned if money could be used from the principal balance to offset the shortfall and Mr. Belden replied in the negative, noting that principal balance funds could not be used for operating expenses.

Mr. Lamy explained if the position of the Naturalist was maintained, as well as the temporary help, a projected deficit of approximately \$53,000 was estimated for 2009. If the position was maintained, he said, and the temporary help was removed, which had been recommended, the estimated deficit would be \$46,000. He noted that if the position was eliminated, as well as the two temporary positions, the deficit would be

\$36,000. Mr. Lamy said that eliminating the two temporary positions and the Naturalist position would still leave a shortfall in the 2009 appropriations for Up Yonda in the amount of approximately \$6,000.

Mr. Champagne reminded the Committee members that when the original agreement was developed with Up Yonda Farm, it was determined that no local dollars would be contributed to the operations there. Mr. Payne advised he had spoken with Laura Vamvalis of the Glens Falls National Bank who had informed him that she had discovered a \$33 million grant in a trust in Chicago, of which the Lake George Association was awarded \$456,000 last year. Paul Butler, Director of Parks, Recreation & Railroad, stated he was in the process of researching such grant.

Following discussion, Mr. Thomas called the question and the motion was carried unanimously to approve the layoff of a Naturalist at Up Yonda Farm, base salary of \$33,558. The necessary resolution was authorized for the next board meeting.

Continuing the Agenda review, Mr. Thomas apprised Items 4A and B were referrals from the Social Services Committee. He said Item 4A was a request to fill the vacant position of a Caseworker in Preventive Services, base salary of \$34,178, Employee No. 9282, due to retirement. He added Item 4B was a request to fill the vacant position of a Social Welfare Examiner, base salary of \$29,199, Employee No. 10163, due to retirement.

Motion was made by Mr. Tessier, seconded by Mr. Kenny and carried unanimously to approve Items 4A and B as outlined above. Copies of the Notices of Intent to Fill Vacant Positions are on file with the minutes.

Mr. Kenny noted that there was an additional Social Welfare Examiner position vacant in the Food Stamps Unit and Ms. Weaver had agreed not to fill that position at this time.

Mr. Lamy requested to return to discussions relative to Up Yonda Farm. He apprised that the County would be responsible to pay unemployment for the staff member that would be laid off if that individual was successful in filing for unemployment, leading to an additional cost of \$14,000. He added that the deficit could actually be as high as \$20,000 for 2009.

Mr. Thomas asserted Item 5 was a referral from the Tourism Committee, requesting to increase the base salary of the Tourism Director from the former base salary of \$63,750 to the current base salary of \$67,695, a total increase of \$3,945, effective January 1, 2009; thereby amending the Department's Table of Organization.

Motion was made by Mr. Tessier and seconded by Mr. Kenny to approve the request as presented.

Mr. Tessier remarked that this had been discussed for nearly two hours during the Tourism Committee and this was the Committee's recommendation. Mr. Kenny explained that an employee within the Department was currently earning a higher base salary than the Director of the Department, due to an administrative error.

The Committee agreed that further discussions should be held in an executive session to discuss the employment history of a particular person.

Motion was made by Mr. VanNess, seconded by Mr. Sokol and carried unanimously that executive session be declared pursuant to Section 105 (f) of the Public Officers Law.

Executive session was declared from 9:25 a.m. to 9:40 a.m.

Committee reconvened. Mr. Thomas called the question and the motion to approve Item 5 failed due to lack of majority vote.

Returning to the Agenda review, Mr. Thomas stated Item 6 was a request to amend Resolution No. 42 of 2009 regarding the annual contract with NEC (National Employers Council, Inc.) People Systems, to correct the total amount of the contract to \$2,283.80, said funds to be expended from A.9050 469 Unemployment Insurance-Other Payments/Contributions.

Motion was made by Mr. Belden, seconded by Mr. Sokol and carried unanimously to amend Resolution No. 42 of 2009 as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Thomas said Item 7 was a request from Todd Lunt, Director of Human Resources, to address the Committee regarding the EAP (Employee Assistance Program).

Mr. Lunt announced that the EAP had seen an increase in use from 2007 to 2008 and a significant increase in requests for financial and legal assistance. He noted that the cost for the Program was expensive; however, he said, it was a beneficial Program for County employees. Mr. Lunt added this was just an informational update for the Committee.

Concluding the Agenda review, Mr. Thomas apprised that Chairman Monroe had requested permission to address the Committee regarding the reporting of cash flow projection information by departments as required by the Treasurer.

Chairman Monroe requested an executive session to discuss the employment history of a particular person. Motion was made by Mr. Belden, seconded by Mr. Stec and carried unanimously that executive session be declared pursuant to Section 105 (f) of the Public Officers Law.

Executive session was declared from 9:43 a.m. to 10:10 a.m.

Committee reconvened. Mr. Thomas reported that no action was necessary pursuant to the executive session.

There being no further business to come before the Committee, on motion made by Mr. VanNess and seconded by Mr. Belden, Mr. Thomas adjourned the meeting at 10:11 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk